

**REGIONAL  
COLLECTION  
CENTER  
ESTABLISHMENT  
GRANT PROGRAM**

**APPLICATION AND  
GUIDANCE**

**2006**

**Iowa Department of Natural Resources  
Jeffrey R. Vonk, Director**



**SAFE, SMART,  
SOLUTIONS FOR IOWA**

**Energy and Waste Management Bureau  
Wallace State Office Building  
502 E. 9th Street  
Des Moines, IA 50319**



# INTRODUCTION

## **HOUSEHOLD HAZARDOUS MATERIAL (HHM) PROGRAM STATEMENT**

The purpose of the HHM program is to educate Iowans regarding the hazardous nature of certain household products, proper use of the products, and the proper methods of management and disposal of residual product and containers in order to protect public health, safety, and the environment.

## **REGIONAL COLLECTION CENTER (RCC) ESTABLISHMENT GRANTS**

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified applicants to establish RCCs to:

1. Educate the public about the management of hazardous materials in the home and from conditionally exempt small quantity generators; and
2. Collect hazardous wastes from households and conditionally exempt small quantity generators.

## **RCC GRANT PROGRAM**

### What is a RCC?

A regional collection center is a secured site or facility at which collection, sorting as to type, and packaging of hazardous materials from urban and rural households and conditionally exempt small quantity generators (CESQGs) will be accomplished prior to transportation of these wastes to a final disposal site. Another obligation of these centers is to educate the public regarding alternatives to the purchase and disposal of the hazardous materials in our homes and small businesses.

### RCCs and the Public

It is important that the public understands what a RCC really is. A RCC is a permanent facility that temporarily stores exempt packaged hazardous materials prior to transportation of these wastes to a permitted final disposal facility. A RCC is not a hazardous waste landfill; rather, it packages these wastes and temporarily stores them until transportation arrangements, with a hazardous waste contractor, can be made.

## **WHAT ARE HHMs?**

HHMs are substances that are categorized by the U. S. Environmental Protection Agency (EPA) as:

- ◆ corrosive - if they destroy human tissues or corrode metal;
- ◆ flammable - if they are easily ignitable;
- ◆ toxic - if they are poisonous;
- ◆ reactive - if they react violently when exposed to heat, sudden shock, pressure or other chemicals.

By Iowa Code HHMs include:

- ◆ motor oils
- ◆ motor oil filters
- ◆ gasoline and diesel additives
- ◆ degreasers
- ◆ waxes and polishes
- ◆ solvents
- ◆ paints (except latex-based paint)
- ◆ lacquers and thinners
- ◆ caustic household cleaners
- ◆ spot and stain removers (with petroleum base)
- ◆ pesticides

However, HHMs do not include laundry detergents or soaps, dishwashing compounds, chlorine bleach, personal care products, personal care soaps, cosmetics, and medications. Consumers should exercise care in the use of these products, even though they are not classified as household hazardous materials. Consumers should read manufacturer labels and follow manufacturer recommendations in the use and disposal of these products.

## **WHY SHOULD WE BE CONCERNED ABOUT HHMs?**

### HHM Generation and Disposal

- ◆ In Iowa HHMs comprise approximately one percent of the municipal solid waste stream. However, this is the most hazardous segment of the solid waste stream.
- ◆ Proper HHM disposal available to Iowans include Toxic Clean-up Days and Regional Collection Centers.
- ◆ Improper HHM disposal methods include landfilling or pouring out the product down drains, storm sewers, on the ground and directly into waterways.

### Groundwater Impacts

- ◆ HHMs poured on the ground can leach directly into our groundwater contaminating Iowa's major drinking water supply.
- ◆ A study of plastic landfill liners indicates that landfill liners **will** fail and "that leachate will migrate through the liner to potentially pollute the underlying groundwater."
- ◆ In Iowa, nearly 100 percent of rural drinking water comes from groundwater, while in urban areas groundwater supplies 80 percent of drinking water.
- ◆ Groundwater is a precious and vulnerable natural resource. The vast majority of persons in the state depend on groundwater as a drinking water source. Agriculture, commerce, and industry also depend heavily on groundwater. Protection of groundwater is essential to the health, welfare, and economic prosperity of all citizens of the state.

### Surface Water Impacts

- ◆ Storm sewers typically empty directly into surface waters untreated. Disposing of HHMs into storm sewers directly affects the quality of surface water drinking supplies, fish habitat, wildlife health and recreation quality.
- ◆ Water quality is negatively impacted by improper disposal of HHMs poured directly into drains leading to sanitary sewers and septic tanks. Many wastewater treatment plants were designed before there was a need or thought given to proper treatment of the chemicals found in HHMs. This results in heavy metals being released into

surface waters. Some organic compounds (volatile organic solvents including degreasers and cleaning fluids) may be released through treatment plants and volatilized into the air.

- ◆ In one incident gasoline or some other petroleum product was disposed of in a Windsor Heights sanitary sewer system, resulting in an explosion and considerable damage to the sewer system and street.
- ◆ Heavy metals and organic compounds can pass through septic tanks systems releasing hazardous materials into our groundwater. These hazardous materials also kill the beneficial bacteria in the septic system reducing the effectiveness of this waste treatment method. Approximately 25 to 30 percent of Iowa's households use septic tanks.

### Health and Safety Impacts

- ◆ Workers are injured and equipment is damaged from being exposed to a variety of different HHMs placed in the trash through corrosive action, explosions and fires.
- ◆ Many consumers do not read product labels, which results in misuse and improper storage of products. Misuse and improper storage of products causes harm to the user as well as those around them. Misuse and improper storage of HHMs may result in:
  - mild to severe skin irritations, eye damage, burns, and lung irritations;
  - reactions involving the mixing of incompatible products such as chlorine and ammonia which results in the formation of a toxic gas;
  - Indoor air pollution. (EPA has found that levels of several volatile organic compounds in indoor air are up to ten times higher than the level in outdoor air.)
- ◆ Improper use and storage of HHMs can lead to accidental poisonings.
  - In 2002, 11,330 exposures to hazardous materials in the home were reported to the Iowa Poison Control Center.
  - The Siouxland Poison Control Center also reported that HHMs are the leading cause of accidental poisonings among children.

**The most effective way to prevent contamination of the environment and protect human health is to reduce the toxicity of the municipal solid waste stream by educating the public in the use of more environmentally friendly products.**

### **HHM EDUCATION**

Through HHM education we can prevent the incorrect use and disposal of HHMs. The goal of HHMs education is to educate Iowans regarding the hazardous nature of HHMs, the proper use of HHMs, and the proper methods of disposal of leftover HHMs. Household hazardous material education involves the concept of source reduction. Source reduction (or waste reduction) as applied to HHMs consists of the following points:

- ◆ Purchase a safer alternative/better choice for the environment when possible;
- ◆ Purchase only the quantity of product needed
- ◆ Use up the product, according to manufacturer's instructions

- ◆ If the product cannot be used up by the consumer who purchased it, the product should be given to someone who can use it
  - ◆ Some products that cannot be used up may be safely managed at home
- If a product cannot be used up, given away or safely managed at home, the product should be saved for proper disposal at a Toxic Cleanup Day (TCD ) or a Regional Collection Center ( RCC).

Source reduction concepts are communicated through every aspect of the Household Hazardous Material Program. The Household Hazardous Material Program includes the following components:

- ◆ The **Retailers Consumer Education Program** which provides consumer information on safer alternatives/better choices for the environment and household hazardous material management to consumers while shopping in retail establishments. See 567 IAC chapter 144.
- ◆ The **Toxic Cleanup Day Program** which educates Iowa residents and provides a means of proper disposal of household hazardous wastes generated by the residential sector and by farmers through one-day collection events. See 567 IAC chapter 214.
- ◆ The **Regional Collection Center Program** which educates Iowa residents and provides ongoing collection of hazardous wastes from households and conditionally exempt small quantity generators. See 567 IAC chapter 211.
- ◆ **General Household Hazardous Materials Education**, conducted by the state household hazardous material coordinators and local governments, through distribution of HHM educational materials, public presentations and various communications media.

## SAFER ALTERNATIVES/BETTER CHOICES FOR THE ENVIRONMENT

Safer alternatives are commercial products or a mixture of common ingredients that, while not necessarily non-toxic, are better choices for the environment when compared to their more hazardous counterparts. Recent surveys of Iowans reveal that the public responds more readily to the phrase “better choice for the environment” than to the term “safer alternative.” The department plans to implement this change throughout all of its documents within the near future. To ease this transition, this document contains both phrases used in association with one another. The department suggests that these products be addressed as “better choices for the environment” in your public education efforts.

More commercial alternative products have become available. Consumers may have to search them out (for example: some health food stores, garden stores and earth-friendly catalogues can be a source for products of this type).

In selecting a better choice for the environment a consumer should read the label and try to avoid products with signal words like danger, explosive, flammable and toxic. Some examples of safer alternatives/better choices for the environment include:

<u>Household Hazardous Material</u>	vs.	<u>Better Choice for the Environment</u>
Moth Balls	vs.	Cedar Chips

Oil-based Paint	vs.	Latex Paint
Products in aerosol containers	vs.	Products in pump spray containers
Lye-based drain openers	vs.	Enzyme-based drain openers
Oil-based wood stains and varnishes	vs.	Water-based wood stains and varnishes
Lye based oven cleaners	vs.	Non-toxic oven cleaners without lye, or a self-cleaning oven
Degreasers containing organic solvents	vs.	Citrus-based degreasers

**Additional educational material on the safe management of Household Hazardous Materials is available at:**

[www.safesmartolutions.org](http://www.safesmartolutions.org)

## GENERAL INFORMATION

### APPLICATIONS

Proposals are due **4:00 p.m., the 2<sup>nd</sup> Friday in March**. Applications must be made to the Department using the forms provided in this RCC Application/Guidance Document. Photocopies of the application forms are acceptable. Facsimiles of application forms **are not acceptable. An original proposal and three (3) copies of the completed application must be submitted by the application deadline identified below.**

Applications are not guaranteed funding and financial assistance offers may be less than the full amount requested. The Department may offer a reduced award if the Energy and Waste Management Bureau has determined that the applicant could implement the project at a reduced level of financial assistance and achieve project objectives and this program's goals.

Applications must be completed following the procedures identified in this Application/Guidance Document. Only completed applications received by the deadline will be considered during that funding round. The Department will not return applications that were not selected for funding assistance. The Department reserves the right to verify any information presented in the application and to determine the applicant's compliance with applicable statutes and regulations of the State of Iowa.

### DEPARTMENT CONTACTS

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## **APPLICATION DOWNLOAD**

<http://www.iowadnr.com/waste/financial/financialrcc.html>

## **PROPOSAL DUE DATE**

Applicants shall submit an original proposal and three (3) copies to the above address by **4:00 PM on the 2<sup>nd</sup> Friday in March**. Proposals received after this deadline will not be considered for grant assistance.

## **ELIGIBLE APPLICANTS**

An eligible applicant is any public entity defined as a county, more than one county, one municipality, more than one municipality, a council of governments, or more than one council of governments, or solid waste public agency as defined in Iowa Code chapter 28E. Applicants must meet all the criteria listed in this RFP, Chapter 211 of the Iowa Administrative Code, and the RCC Application/Guidance Document to be eligible for this program. The information must be provided in the order as presented in the RCC Application/Guidance document. Eligible applicants must be in compliance with all applicable State statutes and regulations at the time applications are submitted to the Department.

If an applicant is selected to receive financial assistance through this RFP, the financial assistance offer may, at any time, be rescinded if it is determined that:

1. The project will be located or implemented in an area or areas that do not have an approved solid waste comprehensive plan;
  2. The project will be located or implemented in an area or areas that have not submitted a subsequent solid waste comprehensive plan by the assigned deadline;
  3. The project will be located or implemented in an area or areas that do not use a legally permitted landfill;
  4. The applicant is found to be out of compliance with applicable statutes and regulations of the State; or
  5. Funding for this program is discontinued.
- Funding Limits: Up to \$100,000 for each facility is available for RCC establishment grants to cover the following eligible costs:
  - Eligible Costs: Eligible costs for reimbursement include, but are not limited to the following:
    1. Materials and labor for construction, and the purchase cost of structures or mobile units, or both, to be used as an RCC;
    2. Site modification. This includes site excavation for the structure and modifications to control runoff or visually screen the RCC;
    3. Education program for households and CESQGs within the region. Applicants may receive funding for up to 50 percent of their education budget. Eligible items may include but are not limited to:

- Supplies including paper and postage;
  - Purchase of books, resource materials, slide shows, video materials, etc., for education of the local population or to be donated to local libraries or schools;
  - Office equipment including computers and specific software;
  - Fees for public service announcements.
  - The percentage of funds awarded to the applicant shall be based on meeting the requirements of this paragraph "3."
4. Equipment relating directly to RCC operation;
  5. Initial staffing costs;
  6. Site and building design fees.

Expenses relating to item "1" above shall be given the highest priority.

Expenses relating to item "6" shall be given the lowest priority.

- Ineligible Costs: Ineligible costs for reimbursement include, but are not limited to the following: rent, taxes, vehicle registration, interest payments, overhead expenses, indirect costs, legal costs, contingency funds, office equipment, application preparation, contractual project administration, land acquisition, and insurance premiums. Costs for which payment has or will be received under another state, federal, local or private financial assistance program are ineligible costs. Costs incurred before a contractual agreement has been executed between the applicant and the Department are ineligible for reimbursement. Items previously purchased or constructed for which payments continue to be made are not eligible for funding.
- Eligible Cost-Share: Applicants are required to show a local cost share. An eligible cost share includes items directly related to the implementation and operation of the project funded entirely by the applicant. Cost share is only required as it relates to proposed education activities. Cost share for other eligible expenses is encouraged.



## CRITERIA FOR SELECTION OF A RCC GRANT

In all cases applicants shall submit their application using the forms listed below (see Appendix).

Form:	Title:
Form A.....	Application Cover Sheet
Form B.....	Project Summary Sheet
Form C.....	Project Timetable
Form D.....	Budget Summary Sheet
Form E.....	Applicant Disclosure Form
Form F.....	Responsible Agency Review and Comment Form

### THE GRANT APPLICATION

To apply for a RCC grant each applicant shall provide:

- Education and use analysis sections, in detail
- Sufficient knowledge of the remaining criteria, including:
  - site selection
  - structures
  - staff qualifications
  - operation procedures
  - project match

The items that shall be addressed to show sufficient knowledge are in *italicized* print in each section. Supplying this information will allow the Department to make a preliminary applicant selection.

**An applicant selected for a grant will be given preliminary approval and will be asked to submit the required information for the permitting process.** The opportunity to receive grant money may be rescinded if the applicant cannot provide the required detailed information for the permit process.

If the information submitted by the applicant proves sufficient and is approved by the Department, then a contract can be signed between the state and the applicant for the RCC grant.

### GENERAL INSTRUCTIONS

Applications shall be reviewed by the Energy and Waste Management Bureau. The Director of the DNR shall have final approval of all application selections.

A point value has been assigned for six proposal evaluation criteria. The Project Match criteria does not have a point value but is used as a tiebreaker. The Department shall evaluate proposals and determine the merits of the proposal based on the following criteria:

## **EDUCATION CRITERIA – 35 Points**

use form B for narrative  
use form C for budget

- A budget for the applicant's education program must be specified.
- The education plan shall show a commitment to schools within the applicant's region.
  - Describe resource materials, staff time for presentations, tours of the RCC, etc.
  - The applicant may provide teachers with existing resource materials, create new materials, or provide a mix of both. The applicant should list all resource materials.
  - If the applicant asks for grant money to create new educational materials the applicant shall submit a copy of the materials to the Department for approval.
  - At least one RCC staff person should have the ability to make educational presentations to schools. The applicant should submit the qualifications of this person with the education plan. The applicant should not limit their education plan to grades K-12, but also work with community colleges, and universities in their region.
- The applicant's education plan should demonstrate a commitment to educate the local population through outlining an intensive three-year program. This program shall address alternatives to the purchase and disposal of toxic materials, and provide a telephone number people may call for assistance. This effort shall be directed at such groups as civic and youth groups, clubs, organizations, and associations within the collection center's region.
- Describe other means to promote this education effort such as local radio, television, newspapers, and newsletters.
- Address efforts to be aimed at libraries within the region, listing resource materials, books and other contributions pertaining to HHM. Contributions may include assistance for library information access, presentations, monetary contributions for HHM resource materials, etc.
- Demonstrate how retailer awareness of HHMs will be promoted. Retailers who sell HHMs are required to participate in a consumer information program, as described in the brochure "What Retailers Need To Know About Household Hazardous Materials" and includes the waste oil and lead acid battery signs. Describe proposals to help achieve compliance with this program.
- Describe the proposed educational assistance to CESQGs within the region. Technical information for the CESQGs include source reduction, appropriate waste management, and disposal options, as well as help in determining their generator status.

**USE ANALYSIS - 5 points** use Form B for narrative

- List numbers of households and CESQGs within their region.
- Provide types and quantities of wastes that these numbers will generate for both households and CESQGs.

This information could be gathered from a survey or from information on Toxic Cleanup Days from the household hazardous materials section of the Waste Management Assistance Division of the DNR. The results should determine what types of hazardous wastes are produced, how much hazardous waste is produced per month, and how these wastes are currently managed.

**SITE SELECTION - 20 points** use Form B for narrative

To ensure that the environment is not endangered, the site selected for the regional collection center shall, at least, meet the following criteria:

- RCC Access - it shall be sited on public property or on private property if an agreement exists that guarantees access to the public.
- Secondary Containment and the Site - the site shall be designed to provide adequate secondary containment in case of a spill or other possible on-site contamination.
- Sizing the Site - the site shall be adequately sized to accommodate all structures, units and activities that will take place on the site.
- Access to the Site - the site shall be fenced to control access; a gate shall be provided at the entrance to the site and kept locked when personnel are not on duty.
- Site Permitting - all RCCs and mobile units shall obtain a solid waste permit from the department.

*The applicant shall supply the Department with a conceptual layout plan of the proposed site. This conceptual layout should, at a minimum show, the proposed location of the structure(s), access roads, and some descriptive labeling of existing on-site and off-site land uses. By supplying this conceptual information the applicant is not locked into this concept if a change occurs.*

**STRUCTURES - 20 points** use Form B for narrative

The purpose of a RCC is to provide a location for receiving and sorting, bulking and lab packing, and temporarily storing exempt hazardous materials from households and CESQGs. Features to be considered include:

- Receiving and Sorting Areas
- Bulking and Lab Packing Areas - there shall be adequate space for staff to bulk or lab pack materials that are brought to the RCC.
- Storage Areas
- Specific Construction Requirements
- Code Requirements
- Department of Transportation Guidelines
- Mobile Unit Guidelines
- Structures Permitting - all RCCs and mobile units shall obtain a permit from the department.

*The applicant shall supply a conceptual layout plan of all structures and/or mobile units. Differing work or storage areas within a structure or mobile unit should be labeled. If applying for funds for a mobile unit, the applicant should supply the number of sites at which the unit may stop. By supplying this conceptual information the applicant is not locked into this concept if a change occurs*

#### Plan and Specification Requirements

The construction plans and specifications for the RCC shall include a receiving area, sorting area, separate storage areas for incompatible materials, roads, structures, fences and gates, landscaping and screening devices, personnel and maintenance facilities and utility lines.

#### **STAFF QUALIFICATIONS - 10 points**      use Form B for narrative

Because hazardous items are involved, staff will need to have the proper qualifications to properly manage materials. The applicant is required to provide a listing of staff and their qualifications.

- Waste Management Staff - all staff handling waste shall have received OSHA 40 hour or 24 hour health and safety training as described by 29 CFR 1910.120. Other applicable training may include:
  - Hazardous materials chemistry;
  - Personnel and site safety;
  - Proper lab packing techniques;
  - Proper transporting of hazardous materials.
- Education Staff - the qualifications of the staff responsible for education shall be listed.

The applicant should provide a listing of the minimum continuing education necessary for the safety of all employees at the center.

*The applicant should submit a brief narrative that addresses expected level of staffing, plans for staff education, and staff responsibilities.*

#### **OPERATION PROCEDURES - 10 points**      use Form B for narrative

For this section of the grant criteria the applicant must prepare an operations plan, a contingency plan, and a closure/post closure plan, as follows:

**Operations Plan** - outlines how the regional collection center is normally operated as well as potential daily hazards and how these hazards are to be handled. Specify the following:

- ◆ Schedule of Operations - outline operational hours of the RCC.
- ◆ Standard receiving procedures - outline normal procedures for receiving and sorting, bulking and lab packing, and temporarily storing received waste. Include the following:
  - Procedures for accepting household participants, including detailed information regarding traffic flow, instructions given to participants, whether appointments are required, and other pertinent data.
  - Demonstrate an awareness of manifesting procedures.
  - Detail procedures for proper sorting and packaging of wastes, including a description of the containers and packing materials to be used.

- Detail procedures for storage procedures for accepting wastes from CESQGs.
- Describe how CESQG status will be determined, describe the affidavit to be signed by the CESQG and outline the procedures that will be followed if waste is suspected to have come from a SQG or a LQG.
- ◆ Sorting and packaging procedures - detail procedures for proper sorting of wastes.
- ◆ Temporary storage of packaged wastes - detail procedures for storage. Specify how containers are to be stored, the interval between inspections of containers, layout of the storage area, and other pertinent data
- Unacceptable wastes - certain wastes should not be accepted at a RCC, including:
  - Unknown or unlabeled wastes;
  - Wastes from SQGs or LQGs;
  - Radioactive material;
  - Explosives;
  - Shock sensitive materials.
- Describe procedures for handling the following:
  - Open or leaking containers - include information given to participants for safely transporting items.
  - Large quantities of wastes.
  - Recycling procedures - discuss the RCC's involvement with recycling.
  - Disposal of non-hazardous waste - describe procedures for handling non-hazardous wastes, which may include recycling or a product exchange (of usable products)
  - Personal Protective Equipment (PPE) – describe protective equipment such as eye wash stations, fire extinguishers, and emergency showers, etc.

**Contingency plan** - detail how the RCC operates in an emergency, including:

- A personnel organization structure listing that will provide names, responsibilities and emergency contact numbers for pertinent staff of the RCC.
- An emergency checklist to spell out action that the staff should take in case of an emergency.
- Public relations procedures for emergencies.
  - Spills - detail procedures for spill control of hazardous and non-hazardous materials.
  - Fires and/or explosions - describe procedures for handling fires or explosions
  - Personal injuries - describe procedures for handling medical emergencies.
  - Notification of local agencies - list essential phone numbers and agencies that will receive a copy of the contingency plan.

**Closure/post closure plan** - submit a closure/post closure plan according to subrule 102.13(9) of the Iowa Administrative Code.

*The applicant "showing sufficient knowledge" of operation procedures should submit a narrative that **briefly** addresses the applicant's knowledge of the criterion listed above.*

## **PROJECT MATCH**

use Form D

The applicant shall provide proposed budgets for the implementation and the operation of the RCC. This budget shall list all public and private contributions to these budgets. The

amount of contributions per household population of the region served will be used to break a tie.

The department's award for the main facility shall not exceed \$100,000.

*The applicant should submit a preliminary budget that illustrates costs for the proposed RCC. This budget should differentiate between local contributions and the amount of the grant requested.*

## **PROJECT APPLICATION**

An applicant shall submit a completed application form provided by the department (see Form A). The application form will include, but shall not be limited to, the following:

- Name of applicant;
- Address of applicant;
- Phone number of the contact person;
- Documentation of resources including:
  - Identifiable monetary resources - all sources of revenue dedicated to the project;
  - Land, buildings, or equipment - all land, buildings, or equipment dedicated to the project;
  - Insurance coverage - list insurance coverage for the project.
- ◆ The following information shall be attached to the application form:
  - Information satisfying the provisions of rules 211.6(455F) through 211.8(455F) (See Forms A, B C, D, E, F).
  - Documentation of consistency with the local and regional solid waste planning efforts.
- The solid waste comprehensive plans of the various constituent governments should be amended to reflect the RCC's impact on the region's solid waste stream.

## **GRANT DENIAL**

An applicant may be denied for the following reasons:

- An applicant does not meet eligibility requirements pursuant to the provisions of these rules.
- An applicant does not provide sufficient information requested in the application proposal pursuant to these rules.
- The project goals or scope is not consistent with Chapter 567--211 of the Iowa Administrative Code.

An application that fails to address all criteria may not receive consideration.

## **ADDITIONAL INFORMATION**

### **THE SOLID WASTE PERMIT**

This permit will be required after the preliminary approval. Requirements for the solid waste permit include:

- A narrative giving the scope and details of the HHM facility.
- Plans for the containment structure, pad, etc.
- A site layout showing the location of the HHM structure(s) in relation to the landfill and surrounding area. An 8.5x11 sheet is sufficient.
- An updated Emergency Response and Remedial Action Plan for the RCC or for the landfill, if it is for a satellite facility.
- A plan of operations for the facility.

- Form A: Application Cover Sheet
- Form B: Project Summary
- Form C: Project Timetable
- Form D: Budget Summary
- Form E: Applicant Disclosure Form
- Form F: Responsible Agency Review and Comment Form



# FORM A

## APPLICATION COVER SHEET

### REGIONAL COLLECTION CENTER ESTABLISHMENT GRANTS

Applicant Name:	
Street Address:	
City/State/Zip:	
Mailing Address (If different):	
PO Box:	
City/State/Zip:	
County:	
Contact Person:	
Telephone Number:	
Applicant Type:	<input type="checkbox"/> Local Government
Primary Project Type:	<input type="checkbox"/> <b>Regional Collection Center Establishment Grant</b>
Amount of Funding Requested:	\$
Amount of Local Cost Share Committed:	\$
Total Project Cost:	\$
Identifiable Monetary Resources:	
Land, Building, and Equipment:	
Insurance Coverage:	
Signature and Date:	
Title:	

# **FORM B**

## **PROJECT SUMMARY SHEET**

### **REGIONAL COLLECTION CENTER ESTABLISHMENT GRANTS**

**Applicant Name:** \_\_\_\_\_

**Geographic Area Directly Affected by the Project:** \_\_\_\_\_

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**Project Summary:** (See Application Instruction Guidelines) – follow the outline provided

# FORM C

## PROJECT TIMETABLE

### REGIONAL COLLECTION CENTER ESTABLISHMENT GRANTS

**Applicant Name:** \_\_\_\_\_

**Project Beginning Date:** \_\_\_\_\_

**Project Ending Date:** \_\_\_\_\_

This timetable should account for planning as well as the duration of the project. The term of the contractual agreement will be established on a case by case basis.

<b>Task or Activity</b>	<b>Beginning Date For Each Task</b>	<b>Ending Date For Each Task</b>	<b>Group/Person Responsible</b>

# FORM D

## BUDGET SUMMARY SHEET

### REGIONAL COLLECTION CENTER ESTABLISHMENT GRANTS

Applicant Name: \_\_\_\_\_

ITEM AND QUANTITY	DNR REQUEST	LOCAL SHARE	TOTAL COST

**Note:** Follow guidelines closely regarding the maximum amount of funding assistance possible for each expenditure involving program funds.

## FORM E - APPLICANT DISCLOSURE FORM

### REGIONAL COLLECTION CENTER ESTABLISHMENT GRANTS

**Applicant Name:** \_\_\_\_\_

Please answer the following. Continue on separate sheet if necessary following this format.

1. Is the applicant presently involved in any litigation that would have a material adverse effect on the applicant's and/or principal's financial condition?

No \_\_\_\_\_ Yes \_\_\_\_\_ (If Yes, explain)

2. Applicant is currently in compliance with all applicable federal, state or local statutes and regulations as they relate to the proposed project?

No \_\_\_\_\_ Yes \_\_\_\_\_ (If No, explain)

3. Applicant has supplied a copy of the completed application and the Responsible Agency Review and Comment Form to the agency responsible for submitting an approved solid waste comprehensive plan for their review and comment?

Yes \_\_\_\_\_ Date Provided: \_\_\_\_\_

No \_\_\_\_\_ (If No, explain)

4. Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM F**  
**RESPONSIBLE AGENCY REVIEW AND COMMENT FORM**

**REGIONAL COLLECTION CENTER ESTABLISHMENT GRANTS**

**Applicant Name:** \_\_\_\_\_

**Date Application Received:** \_\_\_\_\_

**Responsible Agency Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. Is the proposed project consistent with the household hazardous materials education plan (toxicity reduction plan) described in the solid waste comprehensive plan or subsequent plan? Please elaborate.
  
  
  
  
  
  
  
  
  
  
2. Can the project, as proposed, be considered to have a regional effect on reducing the toxicity of the targeted solid waste stream? If not, is there the potential for it to be expanded to have a regional impact and how?
  
  
  
  
  
  
  
  
  
  
3. In the Agency's opinion, does the applicant's project staff have the experience and knowledge to successfully implement the proposed project? Please elaborate.
  
  
  
  
  
  
  
  
  
  
4. Does the responsible agency feel the project is viable as proposed? Please elaborate.

**Other Comments:**